

CHAPTER 1. GENERAL PROVISIONS

1.1 INTRODUCTION

In our continued effort to educate, retain and provide opportunities for our employees, we have developed a Rotational Assignment Program (RAP) Pilot which will benefit our employees and the Department as a whole. In this economic environment which promotes “do more with less”, we must look to expanding the knowledge base of our current employees, while providing opportunities for their growth and development. This program will provide program offices with flexibility in utilizing HUD employees to work on special projects, initiatives and filling temporary gaps in resources, as needed. This program is ideal for the lapse of time between a position being vacated and the advertisement and the selection process. In this context, it will allow HUD employees to develop as they will learn more about other programs and offices, increase their knowledge base of the Department and add to their skill set. However, this is an entirely voluntary program and unless you actually apply for the opportunities of this program, you cannot be detailed under this program. This serves as a dual advantage by providing developmental opportunities to our employees, while providing program offices with assistance while filling gaps in resources. While all applicants will be considered for vacant positions, participation in the RAP Pilot program does not imply or allow “pre-selection” under any circumstances. All candidates will be evaluated in line with their qualifications and the scoring process associated with the vacant position.

Participation in this program is not an employee entitlement, and how work is accomplished in an office is always a management decision. However, the Department encourages and fully supports the use of this program and management’s efforts to utilize this flexibility tool in a way that it enhances the work of the Department and benefits the career development of its employees. Participation in this program alone does not necessarily qualify employees for positions outside of their field. Additionally, as with any policy, not every provision or situation can be addressed in this document. Managers and supervisors, as well as employees, will have to exercise good judgment in applying this policy.

This is a one-year Pilot. During the year, we will closely monitor all aspects of the pilot. At the end of the year, we will analyze feedback from the participants, Host Supervisors, and Home Supervisors to determine the effectiveness of the program.

1.2 PURPOSE

This document provides policy and procedures involving the details of employees under RAP, which is a career developmental program in which an employee temporarily rotates to an office to support special tasks or projects or to temporarily fill a vacant position. As described within this document, the purpose of this program is to enhance and develop the knowledge, skills and abilities of our employees by educating them in other programs and different types of work in order to facilitate development and growth of our workforce. If an office is experiencing a shortage in a particular competency or is in need of extra support in order to produce a specific product or provide a specific service, this program may be

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used as a tool to temporarily increase that office's capacity as long as the learning and development of the employee remains an objective of the assignment.

1.3 **REFERENCES**

5 USC 3341 – Details; within Executive or Military Departments
5 USC 4109 – Expenses of Training
5 USC 4118 – (Training) Regulations
5 CFR 300.301 – (Detail) Authority
5 CFR 410.203 – Assessing Organizational, Occupational, and Individual Needs

1.4 **ELIGIBILITY**

1. This policy is applicable to all HUD General Schedule (GS) employees within the Department that are not in a training position or program, (e.g., Presidential Management Fellowship Program, Upward Mobility Program, Emerging Professionals program, etc.), who have been rated “fully successful” or higher on their most recent performance appraisal.
 - a. Employees in the excepted service under Schedule A, B or a Veterans Recruitment Appointment may be detailed to competitive service positions.
 - b. Employees in other excepted service positions may **not** be detailed to competitive service positions.
 - c. Competitive service employees may be detailed to excepted service positions.
2. Senior Executive Service (SES) and Senior-Level (SL) employees are exempt from this program.
3. Summer Interns under the “Student Educational Employment Program” are *ineligible* to participate in this program.
4. Contractors, employees detailed from other Federal agencies, and employees on Intergovernmental Personnel Act (IPA) assignments are *ineligible* to participate in this program.

1.5 **DEFINITIONS**

Rotational Assignment: For the sole use of this policy, a rotational assignment is a detail to another position or work to broaden the employee's knowledge of different operations and working environments. Temporary assignments in this program are typically for 60 to 120 calendar days.

Organization: For the purpose of this policy an organization is defined as an office, division, or branch within or outside of a Program Office (e.g., Public and Indian Housing, Office of the Chief Information Officer, Field Program Management, etc.).

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Host Organization: This is the organization where the employee is performing the rotational assignment.

Host Coach: A Host Coach is responsible for providing support and technical assistance to the RAP participant while he/she is on rotation. Coaches provide on-the-job-training and shadowing opportunities to the participant to help them learn key aspects of tasks and/or projects. Coaches also provide feedback to the Host Supervisors and, if appropriate, to the employees regarding developmental progress and recommended improvements.

Home Organization: The organization where the employee's permanent position of record is located.

1 and 2 Grade Interval Series:

- A 2-grade interval series is that of typically a Specialist or Analyst in series such as 0301, 0343, 1101, etc. In these series, the grades jump in 2-grade intervals such as a GS-9 to a GS-11. However, these positions from the GS-11 grade level to the GS-15 level jump only 1-grade level, but the series is still considered a 2-grade interval series.
- A 1-grade interval series is that of a clerical, technical or assistant series such as 0344, 0203, 0261, etc. In these series, the grades do not jump, but go in sequence, i.e., GS-5, 6, 7, etc.

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